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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 18 September 1956

FROM : Chief, Administrative Training Branch

SUBJECT: Weekly Report, 11 - 18 September

25X1 1. [] of OSI discussed with []
25X1 [] arrangements for the running of a Cable
Refresher and Headquarters Dispatch course for about seventy top
secretaries and officers of OSI. The Cable Refresher Course will be
run from 0930 to 1230 on 25 and 26 September and 2 and 3 October.
25X1 The Dispatch Course will be run from 0900 to 1230 on 27 September and
4 October. [] memorandum of appreciation of the Cable
Refresher Course run for PP secretaries was very encouraging in view
of OSI's request.

25X1 2. The new chart on organization of the diplomatic mission was
discussed with [] after necessary checks had been made with the
25X1 Department of State. This chart will be used in the Administrative
Procedures Course and will be checked with [] to see whether
25X1 or not it might be of some value for Department of State Dependents'
briefing.

25X1 3. [] visited []
25X1 one day and talked with Messrs. [] They were most
helpful in making material and space available to us. Basic documents
used for instruction in the Operations School were made available to
25X1 us, and a comparison of this material with the Basic Tradecraft Manual
showed no discrepancies. Points that had been brought out previously
as discrepancies indicated that in taking phrases out of context certain
25X1 misunderstandings could have arisen. In discussion with []
25X1 upon my return, he agreed that basically the material as written by
[] was in line with what was being taught []
25X1 When time is available, it is hoped that members of this staff will be
able to go [] for the comparison of material and assistance
as the time available in one day is too limited.

4. The Operations phase of the Administrative Course has been
well received by the students. A skit on elicitation was presented in
conjunction with the lecture and was very effective.

25X1 5. Informal checks have been made with each Division Training
Officer as well as the Staff Training Officers, and as far as can be
determined at this time there is no requirement for the October
Administrative Procedures that cannot be met in the December running.
This break would be most helpful in preparing for the Operations
Support Course of 29 October, as the presentations of []
will be given by members of the current staff.

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25 YEAR RE-REVIEW

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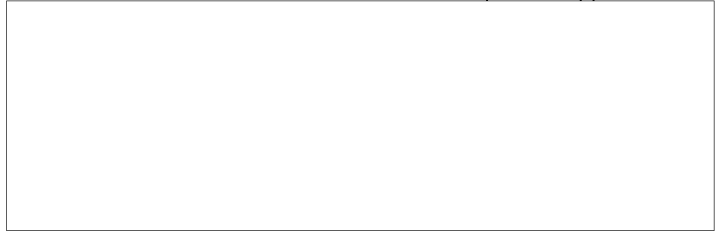
25X1

6. spoke at the IOC.

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7. is attending the classes in effective speaking.

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